



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

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### Section 101 - Human Resources

| Human Resources - 101.00 |  |              |
|--------------------------|--|--------------|
| S.O.P. # 101.10          | <b>Labor Management Committee</b>      | PAGE: 1 OF 2 |
| EFFECTIVE: 07/01/2018    | Authorized: John Filer, Chief          |              |
| REVISED: N/A             | Authorized: William Stephens, Director |              |

#### 101.10.01 Purpose

To establish a Labor Management Committee (LMC) pursuant to the collective bargaining agreement as described in the approved agreement between Local 4658, International Association of Fire Fighters, AFL-CIO and Charles County (CBA).

#### 101.10.02 Policy

1. There shall be a LMC established.
2. The LMC shall consist of the following members:
  - a. Three (3) representatives from the IAFF Local 4658,
  - b. Three (3) representatives from the command staff and/or their designee.
3. The LMC shall meet at the request of either party, or at least once a quarter to discuss all matters of mutual concern.
4. An agenda will be publically posted a minimum of one (1) week prior to the LMC meeting.
5. The LMC shall have the authority to make recommendations to the IAFF Local 4658 and the Department.
6. Decisions agreed upon by the LMC shall apply to all uniformed personnel once implemented so long as they are in line with the CBA and the County's Policy and Procedures Manual.
7. Meeting notes from the LMC will be made available to staff.
8. Items of exclusion from meeting notes not for public review are:
  - a. Personnel matters,
  - b. Issues in process without resolution or definitive answers.
9. This policy does not impact the IAFF Local 4658's ability to request a LMC meeting with the County above the Department level.



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### **101.10.03 Responsibilities**

1. It is the responsibility of IAFF Local 4658 to select their representatives for the LMC.
2. It is the responsibility of the Department to select its representatives for the LMC.
3. It is the responsibility of the IAFF Local 4658 representatives to share information and meeting notes with IAFF Local 4658 leadership and/or membership.
4. It is the responsibility of the command staff's representatives to share information and meeting notes with the Department and County leadership.